



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72030619R10002

ISSUANCE DATE: October 15, 2018
CLOSING DATE/TIME: October 29, 2018 (4:30 PM, Kabul Time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – **Secretary (Rover) FSN-05 (Multiple Vacancies)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to KblAIDHR@usaid.gov.

Sincerely,

Dustin Kohls
Executive Officer

Female candidates are strongly encouraged to apply

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72030619R10002
- 2. ISSUANCE DATE:** October 15, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** October 29, 2018 no later than 4:30 pm Kabul time.
- 4. POSITION TITLE:-**Secretary (Rover) - (Multiple Vacancies)
- 5. MARKET VALUE:-**Equivalent to **FSN-05 (Step 1-13)**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:-**The period of performance is one year, with the possibility of extensions up to a total of five years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE:** Kabul, Afghanistan.
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful applicant is required to obtain U.S Embassy Afghanistan RSO Security Clearance.

9. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The incumbent serves as an interim or roving Secretary to all USAID Offices, as assigned. The incumbent is assigned to the USAID/Afghanistan Executive Office (EXO), and reports administratively to the Human Resources (HR) Specialist/Assistant for assignment. When serving on assignment as an Office Secretary, day-to-day supervision will be from the appropriate Office Director. The incumbent performs work of a confidential nature, in lieu of secretarial or administrative personnel who are ill, on vacation, or otherwise absent or preoccupied for varying periods of time. The incumbent provides Time and Attendance (T&A) back-up and support of the Office of assignment, or to EXO/HR, as required. The formal supervisor is the Executive Officer. The incumbent performs other office functions appropriate for their training and grade level.

2. Statement of Duties to be Performed

a. Secretarial, Administrative, and Clerical Support

As assigned, serves as Secretary (to an Office, Branch, or other Unit), with responsibility for providing the full range of secretarial, administrative, and clerical support to the organization staff. Typical duties vary with the assignment, but may

include any or all of the following: keeps the organization Director's calendar; receives visitors and telephone calls to the organization; takes appropriate action depending upon the nature of the visit or the call; to the extent possible, provides information to answer non-technical questions within prescribed guidelines; arranges appointments, meetings, and conferences as requested, to include scheduling conference rooms and notifying participants and assembling background materials for conference use; makes travel and hotel arrangements, and coordinates logistical arrangements for visiting officials; and, as assigned, takes notes, and follows up to ensure commitments made in meetings and conferences are met. The incumbent provides administrative support for organization staff; receives, reviews, and controls incoming and outgoing correspondence and communications, and distributes mail and messages, maintaining controls and following up on actionable correspondence; drafts routine correspondence for signature of organization staff; types a variety of USAID correspondence; proofreads outgoing correspondence to assure they are in proper format, consistent with Mission style requirements, properly addressed, etc., prior to going to the respective Office Director/Mission Director for clearance or signature; tracks official organization correspondence, Global Acquisition and Assistance System (GLAAS) documents, etc. through the clearance and signature process; and, establishes, maintains files and records, with input EXO/Correspondence and Records (C&R).

As required by the assignment, the incumbent maintains contact with counterparts in the U.S. Embassy, other international organizations, host-government officials, and third-country nationals. The incumbent provides translation of non-technical articles, letters, and memoranda, for the respective Office Director and staff, translating between Dari/Pashto and English, and English and Dari/Pashto.

As required by workload, the incumbent may be assigned as a second Secretary or Assistant, assisting organization Secretaries in the performance of their official duties.

b. Backup Time and Attendance Support

Provides back-up and support to EXO/HR in completing Time and Attendance coverage for the Mission, in the absence or preoccupation of the official Timekeeper.

The contractor is eligible for temporary duty (TDY) travel to U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

The incumbent is directly supervised by the USAID/Afghanistan Executive Officer, and under day-to-day administrative supervision of the HR Specialist/Assistant. Assignments are made both orally and in writing. Work is reviewed in terms conformance to policy and procedures, and results achieved.

4. Supervisory Controls

None.

10. AREA OF CONSIDERATION:

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT:-

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov. Applications submitted to this email address will not be considered.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Completion of two (2) college study towards a diploma in Secretarial Science or Business Administration is required. (Education requirement must be met at the time of application for the subject position).
- b. **Work Experience:** A minimum of two (2) years of secretarial or clerical experience is required. (Work experience requirement must be met at the time of application for the subject position).
- c. **Language:** Level IV (Fluent) in speaking/reading English, and Level IV (Fluent) in speaking/reading of Dari and/or Pashtu is required. (English language ability will be tested).
- d. **Knowledge:** The incumbent must have a good understanding of general document preparation, and have, or be able to quickly develop, a familiarity with USAID activities and programs, as well as a general knowledge of office procedures and practices. The Secretary should have a good working knowledge of file management, mail handling, and correspondence formatting.
- e. **Skills and Abilities:** The incumbent must have good organizational and planning skills and the ability to multi-task in an office-management work situation. Level II typing/word processing ability (40 words per minute) is required, as is proficiency in word processing programs (Microsoft Word), good telephone skills, and good interpersonal relationship skills.

III. EVALUATION AND SELECTION FACTORS

- | | |
|------------------------|-------------------|
| • Work Experience | 40 points |
| • Knowledge | 30 points |
| • Skills and Abilities | 30 points |
| Maximum Points: | 100 points |

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and to an oral interview.

IV. PRESENTING AN OFFER

13. Applicants are requested to submit a complete application package which must include all required documents (provided below) to AFPAKjobs@usaid.gov with a Subject line or offer submission: **Secretary (Rover) - (Multiple Vacancies) / (72030619R10002).**

REQUIRED DOCUMENTS:

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174) https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or curriculum vitae.

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED AND SIGNED DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with unsigned/old DS-174 form will not be considered.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as compressed files (.RAR/Zipped) will not be accepted
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

- Ø Offers must be received by the closing date and time specified in **Section I, item 3.**
- Ø To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. **25% Unique Conditions of Work Allowance (UCWA)**
- b. **Defined Contribution Plan (DCF) 12% of the base salary**
- c. **Transport Shuttle Service to Female Staff Only**
- d. **Premium Pay**
- e. **Leave Benefits**
- f. **Medical Benefits**
- g. **Death and Disability Benefits**
- h. **Retirement and other end of service benefits**
- i. **Travel and TDY Benefits**

VII. TAXES

The Cooperating Country National (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad, “including **contract clause “General Provisions,”** available at: https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.**-By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.-See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.